



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

FEB 25 2008

MEMORANDUM FOR MR. WILLIAM A. DAVIDSON
ADMINISTRATIVE ASSISTANT TO THE SECRETARY
OF THE AIR FORCE

SUBJECT: Charter Renewal – Air University Board of Visitors

The charter for the Air University Board of Visitors is approved for renewal.

A notice has been published in the Federal Register announcing DoD's intention to renew the Board's charter. On March 6, 2008, my Committee Management Officer, pursuant to 41 CFR § 102-3.70, will formally file the Board's renewed charter with the Library of Congress, the General Services Administration, and the appropriate congressional oversight committees.

As the DoD Sponsor's representative for this federal advisory committee, you are reminded that you and the DoD Sponsor are responsible for:

- (a) Providing adequate support to the advisory committee and its membership;
- (b) Ensuring that the committee members are appointed according to DoD policy, and that they do not serve on the committee until all personnel and ethics paperwork has been processed by the appropriate offices; and
- (c) Ensuring that the Air University Board of Visitors is not unduly or inappropriately influenced by federal employees or any special interest.

If you should have any questions please contact me or my Committee Management Officer, Frank Wilson, at 703-601-2554, extension 113.

A handwritten signature in black ink, reading "Michael L. Rhodes".

Michael L. Rhodes
Deputy Director